

Adobe Acrobat Connect Pro

Access: <https://admin.na3.acrobat.com>

1. You can create a new meeting (think of these as a room) or use a meeting created previously. Meetings (rooms) can be used again and again.

- A. Select the meeting you'd like to work with. Selecting a meeting will tell you more about the meeting, including the URL which you can provide to meeting participants. For the Calhoun ISD meeting/training we will use the URL:

<http://remc.na3.acrobat.com/cisd/>

2. To create a new meeting; click the Meeting button on the top of the screen.

- A. In creating the meeting, you can create a custom URL, select a meeting template which provides a preset group of modules for the meeting, and determine access rights: registered users only, registered users and accepted guests, or anyone with the URL.

Name	Start...	Role
Test	09/1...	Host
REMC12E	02/2...	Host
cisdmeeting	01/2...	Host
actest_jan23	01/2...	Partic...
2009 Bb Conference planning	01/1...	Partic...
CISD	09/1...	Host
RITS Training	08/2...	Partic...

Name CISD

URL <http://remc.na3.acrobat.com/cisd/>

Summary Calhoun ISD PD Room

Start Time 09/12/2008 10:00 AM

Duration 01:00

Language English

Telephony Information Audio Bridge:
Conference Numbers:
Participant Code:

- B. Audio option: an audio bridge requires an audio bridge to be installed. This is not included in our educational bundle. **Use the built-in voice over IP option.**

Meeting Information

Name: * CDOT Training

Custom URL: <http://remc.na3.acrobat.com/cdot>

(Leave this field blank for a system-generated URL, or include a unique URL path: <http://remc.na3.acrobat.com/productdemo/>)

Summary: (max length=1000 characters) Training for CDOT

Start Time: 21 September 2009 09:45 PM

Duration: 01:00 hours:minutes

Select Template: Shared Templates\Default Meeting Template

Language: * English

Access:

- ☐ Only registered users may enter the room (guest access is blocked)
- ☒ Only registered users and accepted guests may enter the room
- ☐ Anyone who has the URL for the meeting can enter the room

Adobe Acrobat Connect Pro

Access: <https://admin.na3.adobe.com>

3. Based on the information you entered, you will end up on a screen where the program can send out a link to the meeting via the default email client, or you can copy and paste the message into an email.

Name: **CDOT Training**
Summary: **Training for CDOT**
Invited By: **Andy Mann (manna@calhounisd.org)**
Where: **<http://remc.na3.adobe.com/cdot/>**
When: **09/21/2009 9:45 PM - 10:45 PM**
Time Zone: **(GMT-05:00) Eastern Time (US and Canada)**

Send E-Mail Invitations

4. When your first get started you can select to share your screen, a white board or documents. Anytime during the meeting you can change what you are sharing by clicking on the gray Share button. The first time you share, Adobe will ask to install an Adobe Acrobat Connect add-in.



5. It is recommended that for your presentations you **have two computers**. If you can't have two computers, then have two monitors. Two computers allow you to be logged in as two users, one as instructor and the other as a participant. This helps you to know exactly what the other user is seeing. And if your primary computer has a glitch in the middle of a demo/presentation or meeting, it takes only a click and the other computer can take control and continue.

6. When a meeting starts you may see the option to lock a meeting after the meeting starts. This means that others cannot join the meeting unless the instructor gives permission.

Start Meeting ☐ Lock the meeting after starting

7. The host can share three things:

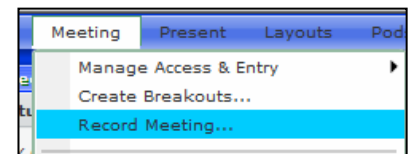
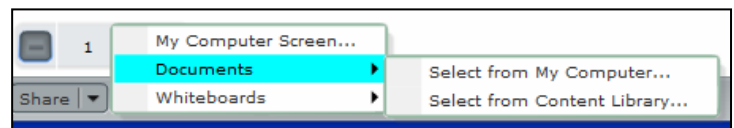
A. Computer Screen...

B. Documents - from computer are previously saved into the Content Library

- i. Content library includes content which in your personal library and a group's shared content library.

C. Whiteboards - with mark up tools.

8. Recording a meeting is simple. Under the meeting menu, select: **Recording Meeting** and give the meeting name and description. You will have the option to record audio via a speaker phone rather than the built-in camera and voice pod.



Adobe Acrobat Connect Pro

Access: <https://admin.na3.acrobat.com>

- A. Adobe saves the meeting on their server in bandwidth friendly streaming Flash format. The recorded meeting URL can be given out or links to the archived meeting can be provided to those who were not able to attend. The beginning/end of the meeting can be trimmed in Adobe Acrobat Connect Pro, or the entire recorded meeting may be brought into Camtasia Studio for more involved editing and enhancement.
9. Cost - because of a special arrangement with Adobe, for the past two years REMC has able to purchase a license for \$80 each per year. This license is for one leader and unlimited meetings and at least 30 participants. After the license window is closed in early August, adding a license is \$150 with the price dropping each month by about \$10 during the license year. We may purchase as many licenses as we'd like. Some ISDs are purchase a licenses for each curriculum consultant. Some are purchasing them for the for staff from their local districts. Every meeting organizer (host) must have a license.
10. Shared Content - recordings can be shared into a common folder. These can be accessed by users for a presentation or played independently by just having the **URL for Viewing**.
- A. 7 minute clip was about 5 MB. These are stored and streamed from Adobe.

The screenshot displays the Adobe Acrobat Connect Pro web interface. The top navigation bar includes links for Home, Content, Meetings, Reports, and Administration. Below this, a sub-navigation bar shows Shared Content, User Content, My Content, Forced Recordings, and Content Dashboard. The main content area is divided into two panes. The left pane, titled 'Shared Content > 21ThingsRecordings', shows a list of video files with checkboxes and icons. The right pane, titled 'Content Information', provides details for the selected file '21 Things Thing4 Google Docs 052009'. The details include a duration of 00:07:44, a disk usage of 5533.1 KB, permissions set to Custom, a URL for viewing (http://remc.na3.acrobat.com/p88072106/), a summary, and a language of English. At the bottom of the right pane are buttons for 'Edit Recording' and 'Make Offline'.

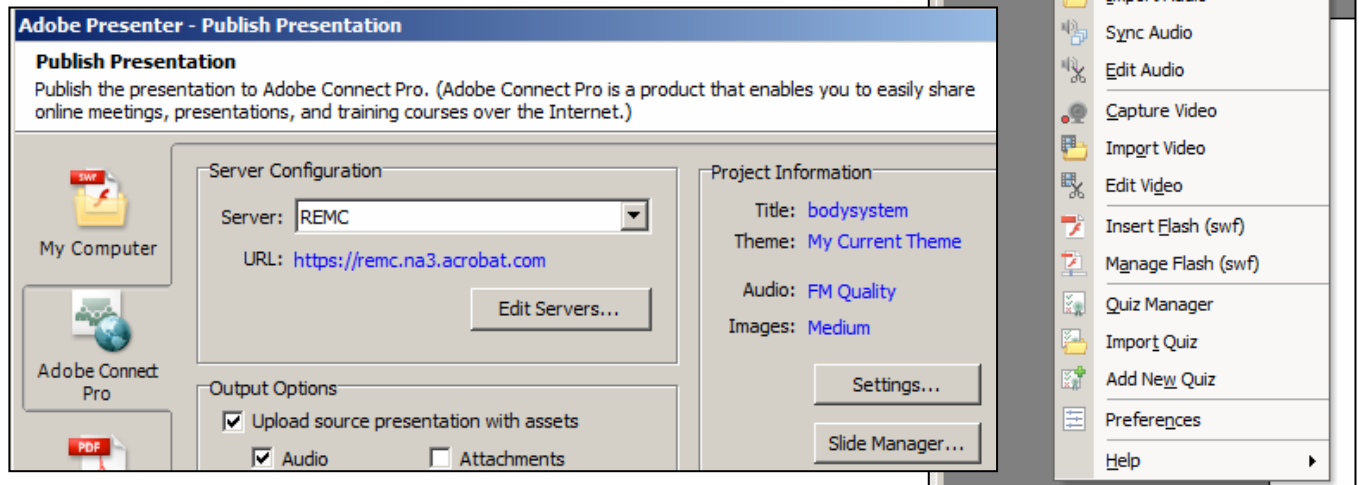
Content Information	
Title:	21 Things Thing4 Google Docs 052009
Duration:	00:07:44
Disk usage:	5533.1 KB
Permissions:	Custom
URL for Viewing:	http://remc.na3.acrobat.com/p88072106/
Summary:	
Language:	English

11. Look at recorded examples:
- A. Google Documents overview - 7 minutes <http://remc.na3.acrobat.com/p88072106/>
- B. Weebly overview - 15 minutes <http://remc.na3.acrobat.com/p23471120/>

Adobe Acrobat Connect Pro

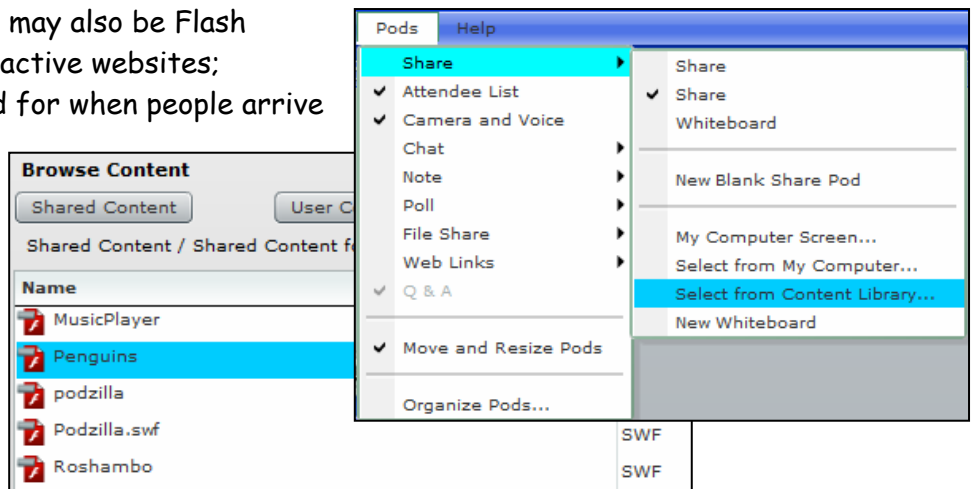
Access: <https://admin.na3.adobe.com>

12. Acrobat Presenter 7 - Integrates with PowerPoint to create content which can be used alone or brought into Adobe Acrobat Connect Pro as content. Adobe Acrobat 9 Pro is \$51.19 a license. Acrobat Presenter 7 is part of Adobe Acrobat 9 Pro **Extended** suite, priced a \$74.56 a license,



13. Adobe Acrobat Connect Pro - FAQ
<http://www.adobe.com/products/acrobatconnectpro/faq/>

14. Easy to add new pods. Pods may also be Flash based content such as interactive websites; quizzes or even games (good for when people arrive to a site before the sessions begins.) To add a pod just go to the Pod menu. To add a pod from a shared content library - add the pod under Share → Select from Content Library...



In Summary

1. Adobe Acrobat Connect Pro is a costs effective, easy to use webinars application. Less than \$100 per year per host. Use VOIP for audio or standard phone; Audio Bridge is extra.
2. May have multiple participants, allow any participant to become the presenter, upload content in advance, take over another users's computer. And record presentation for later viewing.